Microsoft Forms Essentials

Course Details

Course Name Microsoft Forms Essentials
Duration 1 Day
Course Code AFBMFE
Assumed Knowledge No prior knowledge is required

Course Aims

The aim of this course is to introduce you to Microsoft Forms, a tool that allows you to create and share online surveys, quizzes, polls, and feedback forms. You will learn how to build, manage and use Forms to collect data from different audiences, analyze the results, and collaborate with others. You will also explore how to integrate Forms with other Microsoft applications, such as SharePoint, Teams, and Power Automate, to enhance your workflows and productivity.

What You Will Learn

By the end of this course, you will be able to create and share different types of forms using Microsoft Forms. You will learn how to design engaging and accessible forms, quizzes, and polls, and how to add questions, choices, images, and videos. You will also learn how to customize your forms with themes, logos, and branching logic. Additionally, you will discover how to view and analyze the responses you collect, and how to export the data to Excel or PowerPoint. Furthermore, you will explore how to collaborate with others on group forms, and how to integrate Forms with SharePoint, Teams, and Power Automate to automate tasks and workflows.

Skills

- Create and customize forms and quizzes for different purposes and audiences
- Manage and analyze responses from various sources using Microsoft Forms
- Integrate Microsoft Forms with other Microsoft 365 apps to enhance collaboration and automation

Target Audience

The target audience for an Introduction to Microsoft Forms learning session would be anyone who wants to create and share online forms for various purposes, such as surveys, quizzes, polls, or feedback.

Course Content
Module 1 - Overview of Microsoft Forms
Topic A Microsoft 365 Discovery Overview
Topic B What is Microsoft Forms?
Topic C What are the Key Features and Benefits of Forms?
Topic D What Licensing options are there for Forms?
Topic E What are the different Form Types?
Topic F How do I use the Forms Home Screen

Module 2 - Creating Forms & Quizzes
Topic A Create a Form from a Template
Topic B Import a Form from Word or PDF
Topic C Create a new blank Form
Topic D Create a new blank Quiz

Module 3 - Form Settings
Topic A Changing the Style of a Form
Topic B Preview a Form
Topic C Form options
Topic D Share a Form

Module 4 – Permissions and Sending Forms
Topic A Form Permissions
Topic B Sending Forms
Topic C Email Notifications

Module 5 - Form Responses
Topic A View all responses & Insights
Topic B View individual responses
Topic C Export Responses to Excel
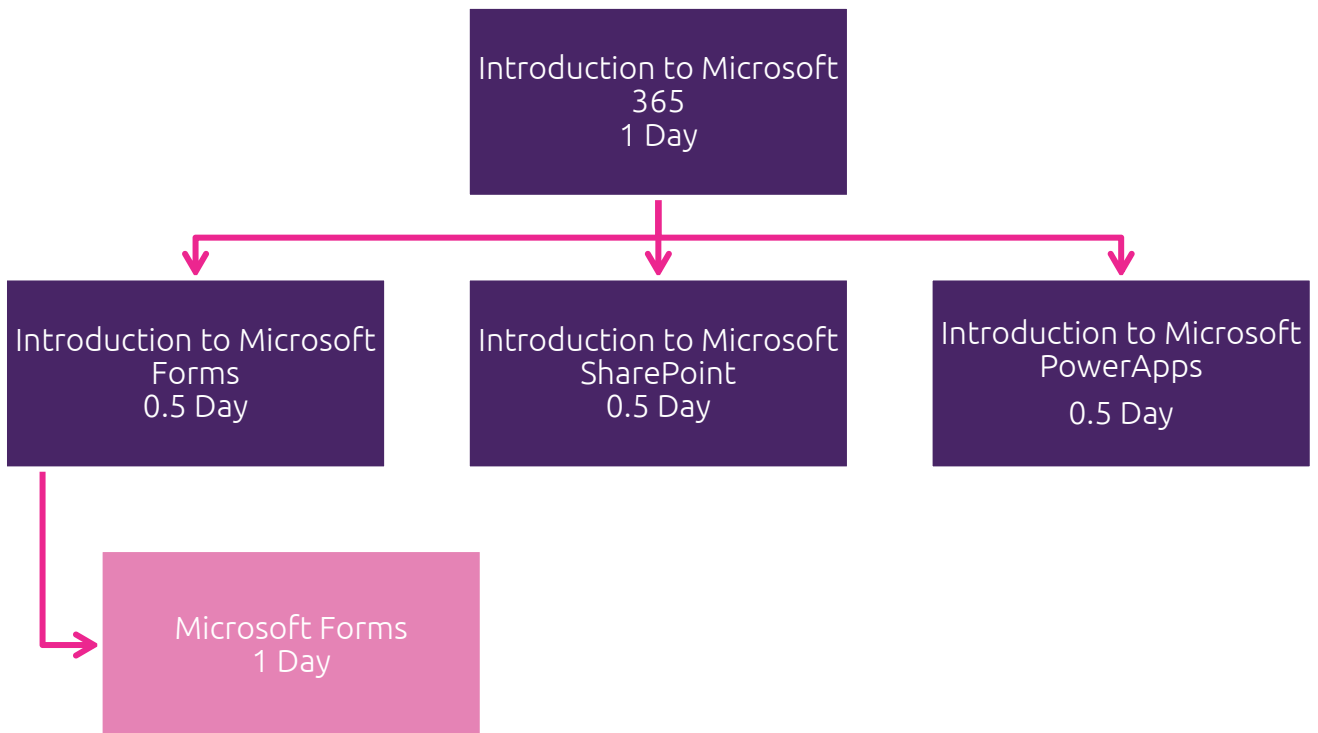Topic D Print summary
Topic E Summary links
Topic F Delete responses

Module 6 - Microsoft 365 Integration
Topic A Forms in PowerPoint
Topic B Forms in Sway
Topic C Forms in Teams
Topic D Forms in Teams Meetings
Topic E Forms in SharePoint

Course Progression

At Appetite, we understand the significance of Microsoft SharePoint in modern workplace collaboration. That's why we are excited to introduce our Microsoft SharePoint Introduction training course, designed to give the delegates the basic knowledge and understanding about what the technology is and its many possibilities. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft SharePoint and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft SharePoint and advance your career in the digital era by taking one of the following courses.

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Appetite

Certified B Corporation

About Appetite

Audacious, Human, Purposeful, Rigorous, Kind
Our company values underpin everything we do and are at the heart of our business.

Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

Accreditation
We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.